Records Management and Declassification Agency

Office Symbols

History

- Originally, office symbol policy was contained in AR 340-9, Office Symbols.

- AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.

- AR 25-59 was developed in Dec 04 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.

- Current version, 14 August 2007.

- Publication has been revised and is currently in armywide staffing.

Office Symbols

- Office Symbols are used to:

- Identify the originators of correspondence; and denote the placement of an organization within the Army structure for historical and records purposes.

- Properly constructed office symbols are necessary to obtain approved office records lists (ORLs) and fully utilize and accurately file records in the Army Records Information Management System (ARIMS).

Office Symbols

- Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized.

- Examples:
  - SASA – Secretary of the Army
  - ATCG – Commanding General, U.S. Army Training and Doctrine Command
  - AFCS – Chief of Staff, U.S. Army Forces Command
  - ARNO-CG – Commander, U.S. Army North
  - MCCG-EO – Equal Opportunity Office, U.S. Army Medical Command

- Only letters of the alphabet will be used.

Office Symbols

- RMDA is the approval authority for Army Secretariat, Army Staff, and associated staff support agencies and field operating agencies, Army Commands, Army Service Component Commands and Direct Reporting Units.

- RMDA offers assistance to all Army commands to ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment.

- All approved Army office symbols must be entered into the Army Addresses and Office Symbols Online (AAO) database: https://www.rmda.army.mil/AAO/Welcome.aspx.

Office Symbols

Example of constructing an HQDA office symbol					
HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	DCS, G-1	Plans, Resources & Operations Directorate	Plans & Integration Division	Combat Arms Branch	
	PE				DAPE
		-PR			DAPE-PR
			P		DAPE-PRP
				-CA	DAPE-PRP-CA
Example of constructing an HQDA Field Operating Agency office symbol					
HQDA	Agency	Directorate	Division	Branch	Office symbols
PE	DCS, G-1	Personnel Management Directorate	Resource Management Division	Manpower Management Branch	
	CP				PECP
		-MP			PECP-MP
			R		PECP-MPR
				-MM	PECP-MRP-MM

Office Symbols

Example of constructing a command (two letter designator) office symbol					
ACOM	Agency	Directorate	Division	Branch	Office symbols
AT – Army TRADOC	DCS, G-8	DCS, G-8 Executive Officer	DCS, G-8, Administrative Office		
	RM				ATRM
		-ZX			ATRM-ZX
			A		ATRM-ZXA

Example of constructing a command (four letter designator) office symbol					
ASCC	Agency	Directorate	Division	Branch	Office symbols
ARSO – Army South	Operational Sustainment, G-1	Reserve Affairs Division			ARSO
	HR				ARSO-HR
		-R			ARSO-HRR

Office Symbols

Proper construction of Army Office Symbols	
XXXX-XX	STOP HERE for directorate level office symbols. There CANNOT be a dash after the sixth character
XXXX-XXX	STOP HERE for division level office symbols - if there are no branches - no dash after the seventh character
XXXX-XXX-X	branch level
XXXX-XXX-XX	branch/section level
XXXX-XXX-XXX	branch/section level

Bottom Line

Office Symbols are needed -

- To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.

- To identify the office of origin for correspondence.

- To obtain approved office records lists (ORLs) and fully utilize and accurately file and access records in the Army Records Information Management System (ARIMS).

- For standardization, only letters of the alphabet are use in office symbols.

Office Symbols

Links:

https://www.rmda.army.mil/

http://www.apd.army.mil/

https://www.rmda.army.mil/AAO/Welcome.aspx

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